I. **Course Number and Title**
   • BUS246 B   Micro Comp Appl 1: Frontpage
   • Prerequisite: Keyboarding experience
   • Semester Hours: 3

II. **Department:** Business and Occupational Education Department

III. **Course Description:** This course is an introduction to computer communications utilizing modern technology. Emphasis will be placed on practical use of computer communication through web-page design.

   • **Course Competencies:**
     • Design and create a web site that includes a theme, hyperlinks, page banner, horizontal lines, tables hoover buttons
     • Design and create a web-site that includes tables with cell spacing and cell padding
     • Create a navigation structure for a web site
     • Create a web site that includes sound, animation, and forms

V. **Assessment Procedures:** Students will design a web site and present it to the class.

VI. **Course Content:**

I. **Introduction to Microsoft FrontPage 2002**
   • Views, Toolbars, FrontPage Window, HTML Tags, Templates
   • Add Meta Tag, Preview Web Page, Fonts, Alignment, Insert File
   • Rename Page, Copy Format, Styles, Special Characters, Bulleted and Numbered Lists
   • Copy Text from Other Application, Definition Lists, Creating Hyperlinks, Testing Hyperlinks, Inserting Bookmarks

II. **Add Graphic Web Elements**
   • Page Background, Inserting Horizontal Lines, Drawing Tools, Wrap Text
   • Create WordArt Graphics, Insert Pictures, Picture Ethics, Picture Attributes, Create Hotspots, Create Thumbnails
   • Insert Video Clips, Insert Digitized Photos, Autoshapes, Create Photo Gallery, Absolute Positioning

III. **Create Tables in FrontPage 2002**
   • Resize Columns and Rows, Merge Cells Insert Picture, Cell Spacing and Padding, Borders, Backgrounds, Text Alignment
   • Fill Commands, Table Captions, AutoFormat, Split Tables, Split Cells, Nested Tables

IV. **Frames and Special Effects**
• Create Frames Page, Change Frame Properties, Link to/from Frames Page
• Insert Inline Frame, Insert Background Sound, Create Hover Buttons
• Insert Marquee, Create Banner Ad
• Page Transition, Text Animation, Picture Animation
• Use DHTML to Apply Formatting

V. Advanced Web Formatting: Themes and Styles
• Customize Themes
• Modify HTML Styles, Create New Styles
• Create Cascading Style Sheet
• Link Cascading Style Sheet

• Web Development: Navigation Structures and Tasks
• Create Navigation Structure, Revise Navigation Structure
• Insert Link Bars, Exclude Pages from Link Bar, Create Page Banner
• Turn On Shared Borders, Customize Shared Borders
• Add Task to Tasks List, Modify Tasks List, Show Task History
• Web Publishing and Searching
• Using a Personal Web Server, Insert Hit Counter, Publish Web
• Set Publishing Options, Web Security, Use Search Page Template, Use Search Form

• Interactive Web Features: Forms and Other Components
• Insert Form Component, Insert Form Fields, Modify Form Field Properties
• Customize Push Buttons, Validate Form Fields, Test FrontPage Form
• Create Custom Link Bar, Insert top 10 List, Schedule Page and Picture,
• Integrate FrontPage with Microsoft Office XP

IX. Advanced Interactive Web Features: Discussion Groups and Databases
• Set Up Discussion Groups, Post Articles, Reply to Articles
• Send Form Results to Database, Import Database, Query Database from FrontPage
• Add Data Access Page to Web
• Web-Site Management
• Create Folders, Create Subweb from Folder, Set Permissions for Subweb, Select Browser
• Recalculate Hyperlinks, View Reports, Site Summary Report, Workflow Reports
• Create Table of Contents, Create Site Map Using Categories

**Academic Integration-Students will read textbooks and Internet sited to gain knowledge about different topics. Students will compose web pages that will be evaluated on spelling, grammar, and punctuation. Students will use math skills when sizing pictures and other graphics.

VII. **Instructional Materials:**


SOFTWARE:

- Microsoft FrontPage 2002
- Microsoft Internet Explorer 6
- Micromedia Flash

HARDWARE:

1. Pentium IV PCs, Color Printer, Scanner, Digital Camera

**Guidelines for Requesting Accommodation Based on Documented Disability or Medical Condition**

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

**On-Campus Students:** At enrollment all on campus students will complete a form which will allow them to self-identify any disability. Questions should be directed to the Disabilities Coordinator.

**Off-Campus Regional Students:** Self-identify your disability and accommodation needs with the Regional Coordinator and/or instructor preferably prior to the first night of class or early in the semester.